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Sent: Tuesday, January 12, 2010 2:24 PM
To: Hanchett, James (DPH)
Cc: Tavares, Bonnie (EHS)
Subject: Conflict of Interest Summary Training
Attachments: New PACE URLs.doc; Latest Log and register in PACE with transcript info.doc

We are glad to see that many employees took some well-deserved time off during the last few weeks to celebrate the holiday season!

During the last weeks of 2009 we were made aware of a mandatory training requirement from the State Ethics Commission. Additionally, PACE, our Learning Management System, was being migrated to an internal server during this time. These things made it challenging to comply with a Dec 28 training deadline.

As a result of PACE migrating to an internal server, the link to login to PACE has changed. Please see the attached document which lists the new PACE links by agency. If you have bookmarked the old link, please be sure to update it from this list of new PACE links.

Please review Secretary's Bigby's message *below* and complete your Conflict of Interest training as soon as possible. It is available on-line through PACE (job aid is attached) or a paper copy is available through your agency's training unit or the Center for Staff Development.

If you have questions or need assistance accessing the training, please contact Bonnie Tavares at the Center for Staff Development.

Dear EOHHS Staff,

Chapter 28 of the Acts of 2009 - the recently enacted ethics reform law - establishes mandatory education and training requirements for public employers and public employees. This means that all agency heads, managers, supervisors, and employees (including contractors and volunteers) must complete two modules of Conflict of Interest training.

We are now introducing "Summary of the Conflict of Interest Law for State Employees," the first of these two trainings. **The State Ethics Commission requires that this training be completed by December 28, 2009.**

All EOHHS employees who have computer access are required to complete the eLearning entitled "*Summary of the Conflict of Interest Law for State Employees*" available in PACE. This eLearning will take approximately 20 minutes. For employees or contractors without access to PACE, a paper-based "*Summary of the Conflict of Interest Law for State Employees*" is available through the Agency Training Director.

If you have questions about this training, please contact your Agency Training Director.

Thank you,

JudyAnn Bigby, M. D.

Secretary, EOHHS

